

**Date: February 19, 2013**

**To: Thomas J. Bonfield, City Manager**  
**Through: Keith Chadwell, Deputy City Manager**  
**From: Mark D. Ahrendsen, Director of Transportation**  
**Subject: Agenda Item – Master Agreements for Transportation and Engineering On-Call Services**

### **Executive Summary**

Since 2000 the City Department of Transportation has hired on-call consultants to assist staff in handling the workload. The on-call consultants augment the services of staff, especially in meeting critical deadlines. Typical examples of work are: 1) specialized Metropolitan Planning Organization (MPO) studies; 2) services that require specialized expertise; 3) Capital Improvement Program (CIP) project delivery; 4) development review; and 5) MPO project delivery. To help the Transportation Department continue to provide these services and to assist in the completion of other transportation and engineering related work assignments, the administration has determined that it is prudent to continue having on-call consultants in place. The on-call services are largely intended to provide capacity for cost-effective and speedy response to time sensitive tasks or assignments where special expertise is required. Proposals to provide transportation engineering and planning services for the next three years were solicited by the City. Staff reviewed the proposals to determine the firms' respective strengths and qualifications and, as a result, selected eleven prime transportation/engineering consulting and four data collection firms listed herein. One of the firms (Davenport Transportation) is a City certified SDBE firm. Each of the selected firms will be required to enter into a three-year term Master Agreement with the City. This Master Agreement gives the City Manager the authority to execute supplemental work agreements for \$100,000.00 or less consistent with previous On-Call Master Agreements. Supplemental agreements for services over \$100,000.00 will require City Council approval.

### **Recommendation**

It is recommended that City Council:

1. Authorize the City Manager to execute master agreements for Transportation and Engineering On-Call Services with the following firms: 1) AECOM Technical Services of North Carolina, Inc.; 2) Gannett Fleming, Inc.; 3) John Davenport Transportation Consulting.; 4) Kimley-Horn and Associates, Inc.; 5) Martin/Alexiou/Bryson, P.C.; 6) Parsons Brinckerhoff; 7) Renaissance Planning Group, Inc.; 8) Ramey Kemp & Associates, Inc.; 9) RK &K; 10) Santec Consulting Services, Inc.; 11) URS Corporation;

2. Authorize the City Manager to execute master agreements for Data Collection On-Call Services with the following firms: 1) John Davenport Transportation Consulting; 2) Martin/Alexiou/Bryson, PLLC; 3) Ramey Kemp & Associates, Inc.; and 4) Quality Counts, LLC; and,
3. Authorize the City Manager to execute supplemental agreements pursuant to the executed master agreements for (a) Transportation and Engineering On-Call Services and (b) Data Collection On-Call Services so long as the supplemental agreements do not exceed \$100,000 for any single project.

## **Background**

The need to provide quick response, analysis and review of special projects have sometimes resulted in delivery issues for the Department of Transportation, especially where tight deadlines need to be met or specialized expertise is required. Staffing turnover and vacancies continue to be an issue for MPO staff. To address these issues and to assist in completing various work assignments, the City Council on November 16, 2009 authorized the City Manager to engage twelve firms to provide transportation engineering and planning services. Master Agreements with these twelve firms were executed in November 2009 for a period of three years. During this three-year period, these firms completed approximately twenty different assignments.

While less than three years ago, MPO staffing turnover and vacancies remain and workload resulting from locally managed bicycle and pedestrian projects and meeting federal and State transportation regulations continues to increase. Development activity, although tapered, may require on-call services over the next three years. Concern has been expressed regarding bicycle and pedestrian safety and implementation of MPO funded bicycle and pedestrian projects, and work continues on ways to address this concern. Administrative responsibilities associated with several transportation projects continue. Fast track review of utilities and traffic plans for emergency repair and construction continues to emanate. Other special projects also demanding attention from Transportation and Public Works staff include but are not limited to: regional transit planning; development of the Comprehensive Transportation Plan; planning, design and construction associated with the Surface Transportation Program-Direction Allocation (STP-DA) and CIP funded projects; congestion management study and data collection; Traffic Impact Fee methodology; railroad/highway grade crossing safety; construction management for sidewalk and bicycle projects; air quality analysis; socio-economic data forecasts; project traffic forecasting; etc. Until 2009, on-call services were used for Traffic Impact Analysis (TIA) review to ensure expedited development review. Due to less development activity, this service is provided by City staff. However, an up-turn in development activity will require these services again. The on-call agreements will allow an expedited return to these services as demand warrants.

## **Issues and Analysis**

To help assist in the completion of transportation-related work assignments, requests for qualifications and proposals to provide "on call" transportation consultant services were solicited in October 2012. The City identified a wide range of services which consultants could potentially be asked to undertake, depending upon the needs and priorities facing Transportation and Public Works from time to time. Qualifications and proposals were received from sixteen firms. The following eleven transportation services firms and four data

collection firms were selected as the firms most suitable for meeting the City's needs for on call transportation engineering and planning services:

**Transportation On-Call**

AECOM Technical Services  
John Davenport Transportation Consulting  
Gannett Fleming, Inc.  
Kimley-Horn and Associates, Inc.  
Martin/Alexiou/Bryson, P.C.  
Parsons Brinckerhoff  
Renaissance Planning Group, Inc.  
Ramey Kemp & Associates, Inc.  
RK &K  
Santec Consulting Services  
URS Corporation

**Data Collection On-Call**

John Davenport Transportation Consulting, Inc  
Martin/Alexiou/Bryson, P.C.  
Ramey Kemp & Associates, Inc.  
Quality Counts, LLC

Each of these firms has identified a qualified project manager and team and has proven experience and expertise in the service areas desired, including similar work for the City of Durham or other North Carolina municipalities. Also, all the firms are familiar with the City of Durham and have offices in the Triangle region. Each of the firms demonstrated the ability to adequately staff the City's projected needs and to begin work upon receiving notices to proceed.

The qualification and selection of eleven transportation firms and four data collection firms will permit the City to select the firm with the resources and expertise most suited to the particular individual work assignment. This will also permit the City to negotiate a scope and fee for a particular assignment with another firm if negotiations with one firm prove unsuccessful.

**Alternatives**

Additional staff resources are needed to meet the workload of the Transportation Department in a timely manner. One way to complete this workload is to provide additional permanent staff. Alternatively, service could be reduced commensurate with staff resources. This would result in a longer review time for development proposals, longer response time to citizen concerns, and reduced/no involvement in special projects, and the inability to deliver CIP projects on schedule.

The use of consulting services is a cost effective way to meet the varying workload in the Transportation and Public Works departments in a timely manner without hiring additional specialized permanent staff.

## **Financial Impact**

There is no cost commitment associated with the Master Agreement. The financial impact will be associated with the execution of supplemental agreements for specific assignments and will vary dependent upon the need for transportation engineering and planning services to be provided.

## **SDBE Summary**

The Equal Opportunity/Equity Assurance Department has reviewed the proposals of the recommended firms for on-call transportation and consulting services and found them in compliance with the Ordinance to Promote Equal Business Opportunities in City Contracting. As additional information, one firm listed is a City certified MSDBE firm (John Davenport Engineering, Inc), and the remaining firms have SDBE firms as sub-consultants. SDBE Compliance Reports from the City's Equal Opportunity/Equity Assistance (EO/EA) Department for the firms are attached (Attachment C).

## **Attachments**

Attachment A - Master Agreements template for Transportation On-Call  
Attachment B - Master Agreements template for Data Collection On-Call  
Attachment C - SDBE Compliance Reports